

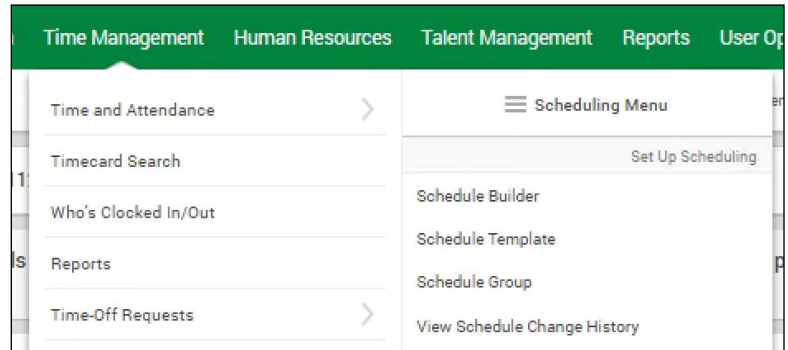
# Show Me How

## to Review and Approve Timecards

### TIME AND ATTENDANCE

#### STEP 1

Navigate to Time Management > Timecard Search.



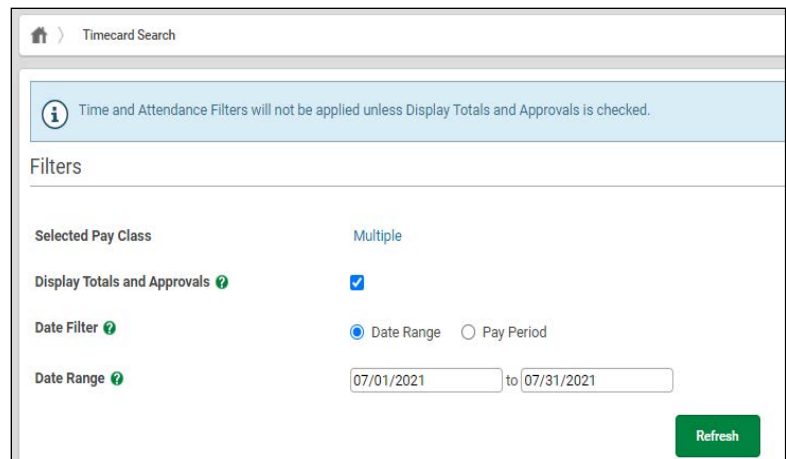
#### STEP 2

Click the blue hyperlink in the Selected Pay Class field to select the desired pay class.

Check the "Display Totals and Approvals" box. Select "Date Range" or "Pay Class" from the Date Filter field, and choose the appropriate dates or pay period.

Check the "Include Borrowed Employees" box to see employees who worked outside their primary labor allocation under your supervision.

Click "Refresh."



## ADMINISTRATORS AND MANAGERS

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#### STEP 3

##### Batch-approving Timecards

Check the boxes next to each employee and select "Approve Timecard(s)" from the Actions drop-down menu.

##### Reviewing and Approving Individual Timecards

Click the name of the employee to review their timecard.

The screenshot shows the 'Employee Timecards' interface. At the top, there are tabs for 'All Approvals' and 'My Approvals'. Below is a search bar and a '3 records selected' indicator. A table lists employees with columns for 'Select All', 'Employee Name', 'Status', 'Home Allocation', 'Position Title', 'Pay Class', 'Terminal', 'Pay Type', 'Total Hours', 'Total Units', 'OT Hours', 'Min Wage Makeup', and 'Percent Approved'. Two employees are selected: AARONS, BRITTANY JANE (A001) and ABBY, HANNAH (8971). An 'Actions' dropdown menu is open, showing options like 'Approve Timecard(s)', 'Revoke My Approval(s)', 'Send Email Notifications', 'Edit Timecards', and 'Add Min Wage Makeup'.

#### STEP 4

Review the employee's timecard for missing punches. Pending punch change requests have an exclamation mark beside them. Approved requests have a green check mark.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)		
SAT (10/09)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
SUN (10/10)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
MON (10/11)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
TUE (10/12)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
WED (10/13)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
THU (10/14)														
FRI (10/15)														
Weekly Totals								40.00		\$0.00	0.00			
SAT (10/16)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
SUN (10/17)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
MON (10/18)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
TUE (10/19)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00					
WED (10/20)		08:00:00 AM		12:11:14 PM	12:11:26 PM		??	4.18	4.18					
THU (10/21)														
FRI (10/22)														
Weekly Totals								36.18		\$0.00	0.00			

## ADMINISTRATORS AND MANAGERS

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# Show Me How

## to Review and Approve Timecards

### TIME AND ATTENDANCE

#### STEP 5

Click "Approve Timecard" to approve the entire timecard.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)			
SAT (10/09)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
SUN (10/10)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
MON (10/11)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
TUE (10/12)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
WED (10/13)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
THU (10/14)															
FRI (10/15)															
Weekly Totals									40.00		\$0.00	0.00			
SAT (10/16)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
SUN (10/17)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
MON (10/18)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
TUE (10/19)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
WED (10/20)		08:00:00 AM		12:11:14 PM	12:11:26 PM		??	4.18	4.18						
THU (10/21)															
FRI (10/22)															
Weekly Totals									36.18		\$0.00	0.00			



### HELPFUL TIPS

Resolve pending time-off requests and punch change requests before approving timecards.

## ADMINISTRATORS AND MANAGERS

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